

UNIVERSITY OF EDINBURGH

Academic and Non-Academic Reference

Non-academic references may be acceptable from applicants who have been out of higher education for 5 years or more, those applying for vocational training programmes and applicants with relevant industrial or professional experience.

Dear Referee,

You have been asked to provide a reference in support of an application for admission to The University of Edinburgh to undertake a PhD with the Epilepsy Research UK - Doctoral Training Centre. Your reference will greatly assist us in reaching a decision on this application and we thank you in advance for your assistance. The University requires a **dated** reference with your name and position clearly stated on **letterheaded** paper.

To assist you, please find below the points which the University would like you to consider when composing your reference:

- Use gender neutral pronouns, and make no reference to the applicant's age, ethnicity, gender and other protected characteristics.
- In what capacity have you known the applicant, and for how long? For previous students or employees, please also indicate how long ago.
- Assess, as appropriate, the applicant's abilities in terms of: analytical reasoning; ability to grasp concepts; ability to work independently; communication skills; ability to argue cogently; originality; initiative; industry; motivation; perseverance; breadth of interest; technical competence.
- Comment, as appropriate, on the applicant's responsiveness to supervision/mentoring; responsiveness to constructive criticism, capacity for self-evaluation; ability to work with others; ability to organise work.
- Comment on any academic or professional experience that you consider relevant to the qualification applied for.
- If appropriate, indicate how confident you are that the applicant is likely to complete successfully the qualification aimed for. Please indicate how strongly you are supporting this application – e.g. *not strongly, strongly, or very strongly*.
- If appropriate, comment on any postgraduate study or other forms of training already undertaken or in progress.

For academic referees

- If the applicant has yet to graduate, please indicate the degree result, which, in your opinion, would most accurately reflect the applicant's abilities.
- If possible, indicate the applicant's ranking compared to other students on the same course or compared to other students you have taught (for example, 5th in a class of 80 students; in the top 15 per cent of students taught).

For non academic referees

- Please indicate how long the applicant has been/was working within your institution or organisation. If possible, please rate the applicant's performance compared to peers at the same stage of career.
- If possible, indicate the applicant's capacity to undertake new projects or pieces of work and their promptness to respond to these.

Submitting your reference

Please send your reference as an e-mail attachment with the subject line "Reference for [applicant's name] ERUK-DTC" to the Principal Investigator of the research project. The prospective student should have advised you on the details of the programme/project they are applying to (this will allow it to be appropriately directed).

Thank you for your help, it is much appreciated.